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WAR FOOD ADMINISTRATION
Washington 25, D. C.

October 16, 1943

ADMINISTRATOR'S MEMORANDUM NO. 28

Participation by War Food Administrator in
West Coast Manpower Program

On September 4, 1943, Justice James F. Byrnes, Director of the Office of War Mobilization, announced a West Coast Manpower Program after it had been approved by the War Mobilization Committee.

The program calls for cooperative and direct action by several government agencies in formulating the plan for dealing with the acute labor shortage problem on the West Coast.

In announcing the new program, Justice Byrnes stated that some weeks ago it became apparent a serious labor shortage was developing on the West Coast where a large percentage of ship construction and bomber and fighter plane production is centered.

The program is the outgrowth of a critical study made under the direction of B. M. Baruch and John Hancock for the Office of War Mobilization.

In issuing the West Coast Manpower Program, Justice Byrnes said:

"We have already fallen behind schedule for vitally important war items on the West Coast due to manpower shortages. The war work scheduled for the West Coast this fall and winter would require 160,000 persons in shipbuilding and ship repairs and 100,000 more in aircraft construction.

"It is obvious that drastic measures are required to increase the available labor supply on the West Coast and to insure the most efficient and economical use of the available labor supply.

"Manpower and production cannot be dealt with separately for they are inseparable parts of a single but complicated problem. The West Coast War Manpower Program calls for the closest cooperation between the War Manpower Commission, the War Production Board and the various procurement agencies on a national, a regional and an area basis. The program is based to a large extent on a plan developed in the Buffalo, New York, area which, within a smaller field of operation, has worked with success. If it is equally successful in the West Coast Area, it will be extended to other areas.

"The program adopted is not a program to investigate and report. It is a program which provides for the setting up of operating machinery for the flexible and continuing adjustment of manpower and production in accordance with the changing needs of our strategy."

The responsibilities of the War Food Administration under this program are elaborated in greater detail in the attached statement signed by Colonel Bruton. A copy of the press release which announced this program is also attached.

In order to discharge the responsibilities placed upon the War Food Administration by this program, the State Directors of Extension in California, Oregon and Washington have agreed to serve as over-all representatives for the War Food Administration on the respective Area Production Urgency Committees and Area Manpower Priorities Committees. As WFA representatives these men have been requested to take steps locally to form subcommittees representing the several agencies within the War Food Administration and State agencies with responsibilities in the field of agriculture in order that these subcommittees may serve as channels for informing the over-all WFA representative of the interests and needs of all phases of the agricultural program within their respective States. These WFA representatives will receive more detailed instructions concerning their functions in this program from Colonel Philip G. Bruton, Director of Labor. The names and addresses of the respective State directors are listed below:

J. C. Knott, State Director of Extension, State College of
Washington, Pullman, Washington

William A. Schoenfeld, State Director of Extension, Oregon
State Agricultural College, Corvallis, Oregon

B. H. Crocheron, State Director of Extension, College of
Agriculture, University of California,
Berkeley, California

I have assured the Chairman of the War Manpower Commission that all of the resources of the War Food Administration will be mobilized and that all representatives of the War Food Administration on the West Coast will give their full cooperation in the working out of the West Coast Manpower Program. More detailed information concerning the responsibilities which each agency in a given State will have will come from the State Director of Extension to the agency representative chosen to work with him.

3-Administrator's Memorandum No. 28

This memorandum should be made available to every supervisory official in each of the WFA agencies on the West Coast. I am expecting Washington and regional officials of the respective agencies to do everything they can to insure adequate and prompt communication of War Food Administration interests and needs to the WFA representatives so that they can be considered along with other interests and needs by the Area Production Urgency and Area Manpower Priorities Committees which will have the responsibility for the whole West Coast Manpower Program.

A handwritten signature in cursive script, appearing to read "William J. ...", is written above the title "Administrator".

Administrator

Attachments (2)

WEST COAST WAR MANPOWER PROGRAM

Mobilization and Stabilization of the Labor Force*

In respect to agricultural employment the following steps will be taken:

1. "The War Food Administration will determine the labor requirements for essential agriculture, by crop and by area, based on production and manpower requirements."
 - a. The Agricultural Extension Service of each State, which is a cooperative activity of the State Agricultural College and Experiment Station on the State level and of the United States Department of Agriculture on the Federal level, has, subject to the general supervision of the War Food Administration, been given definite responsibility for intrastate aspects of the farm labor supply program including the placement of workers brought in from outside the State (Public Law 45, 78th Congress).
 - b. The State Extension Services of California, Oregon and Washington have been delegated full responsibility to act for the War Food Administration in effectuating the mobilization and stabilization of the agricultural labor force under the West Coast Manpower Program insofar as the program is concerned with areas within the confines of a single State. The War Food Administration will make such special arrangements as circumstances may indicate when problems arise which involve two or more States.
 - c. The State Extension Service, utilizing information available in the State Experiment Station and in the Federal Bureau of Agricultural Economics and with the assistance of the State Farm Labor Advisory Committee, will determine for each State or part of State involved:
 - (1) Probable acreage and yield of each crop, and the probable number and production of each kind of livestock.
 - (2) Estimated labor requirements of each crop and livestock enterprise by months throughout the year.
 - (a) Due consideration will be given to labor required in the grading, packing, and otherwise preparing agricultural commodities for market (See 5 (b) 3, Public Law 45, 78th Congress).
 - (b) Allowance will be made for labor required to maintain the farm as a going food production enterprise under war conditions.

*See IV, B, of press release.

(3) Estimated supply of agricultural workers by months throughout the year classified as to source.

(a) On farms.

(b) Usual local and migratory.

(c) Unusual local and migratory (townspeople, women, youth, prisoners, soldiers on passes, etc.)

(d) Out-of-State domestic and foreign.

2. "The War Food Administration will institute a system for periodic reporting of employment and labor requirements to the area manpower priorities committees."

a. The State Extension Service will prepare monthly reports summarizing for each area the extent of agricultural employment during the preceding month and the outlook for such employment during the month ahead.

b. The State Extension Service will make available to the committees area summaries setting forth the information on the farm labor activities of the Extension Service included in the regular State report submitted to the Federal Extension Service at the close of each month. (Form approved by the Bureau of the Budget.)

c. Information on the movement of interstate and foreign workers federally transported into or out of States and areas will be supplied by the War Food Administration.

d. Special reports on agricultural labor supply and demand will be made from time to time as arranged with the War Food Administration and the State Extension Service.

3. "The War Food Administration will distribute agricultural labor throughout the West Coast according to manpower needs established in accordance with B 1 above and consistent with agreements entered into with foreign countries."

a. Through the direct contact "neighborhood leader" system, the Extension Service has in each neighborhood of every community of practically every agricultural county of the West Coast States volunteer farm leaders who are constantly in touch with the farm labor supply and need of individual farmers. Through these local leaders plans will be made and executed for exchange of labor and machinery and other forms of cooperative effort aimed at making the fullest possible use of the resources of neighborhoods and communities in solving locally labor shortage and other problems incident to war food production.

b. Employed on the county level are professionally trained men and women agents of the State Extension Service who are also the county representatives of the War Food Administration in all matters concerned

with agricultural labor. These experienced County Extension Agents, assisted by county farm labor advisory committees made up of leading farmers, leading business men, and representatives of Federal, State, and local governmental agencies, will continuously study the farm labor needs of their farmers. When adjustments within the county fail to meet farm labor demands or indicate labor available for agricultural work outside the county, the facts will be reported to the State Farm Labor Office.

- c. The State Extension Services will balance, insofar as possible, the farm labor needs of deficit counties with labor from nondeficit counties. Every effort will be made on county and State levels to recruit youth, women, business men and other unusual sources of labor to meet seasonal and short-period demands for agricultural workers. When the needs for agricultural labor cannot be met from within the State, the State Extension Director, after consultation with the State War Manpower Director, will appeal to the War Food Administration for interstate or foreign workers to be transported at Federal expense.
 - d. Insofar as the peculiar requirements of agricultural labor make possible, State and county extension farm labor offices will develop and adjust recruitment, training, transportation, housing and placement plans for agricultural labor to fit in with the total manpower plans developed for specific areas under the West Coast manpower program.
 - d. Similarly, the War Food Administrator will bring plans for the recruitment, transportation and housing of interstate and foreign workers to be supplied West Coast States, into harmony with the total manpower plan for the West Coast.
 - f. Whenever agricultural workers can be spared for short periods in the interim between growing seasons, or farm labor peaks, and are not needed in other agricultural areas within reasonable distance, this fact will be made known to the War Manpower Commission in order that such labor may be utilized for temporary periods in essential nonagricultural industry. Such workers will be returned to agriculture when needed.
4. "The War Manpower Commission will aid the War Food Administration in obtaining manpower for peak seasonal requirements, including, where necessary, release of nonagricultural workers for farm work, importation of foreign workers, and allocation of prisoners of war and, in emergencies, United States Army units."
- a. Whenever the State extension services of the West Coast States and the War Food Administration are unable to meet the urgent needs of agriculture for labor for critical war food production, aid will be requested of the War Manpower Commission at corresponding State and Federal levels. In helping to make available labor in nonagricultural industries to meet emergency agricultural situations, the total War Manpower plan of areas and States under the West Coast Manpower Program will be followed.

- b. Because shortages of labor in commercial canning and processing plants for agricultural commodities may result in inefficient use of harvest labor and serious food loss under certain conditions, the War Manpower Commission will develop and adjust plans for recruiting, training, housing, and placing of such nonagricultural labor as to gear in with the agricultural labor and total war manpower plans under the West Coast Manpower Program.
5. "The War Food Administrator, working in conjunction with the Selective Service, will from time to time review all Class IIC and IIIC deferments to give assurance that such deferrees are actually engaged in essential agricultural employment."
- a. County War Boards, composed of county representatives of War Food Administration and other Department of Agriculture agencies, including the Cooperative Extension Service, have been assigned responsibility for advising with local Selective Service Boards regarding the deferment of experienced agricultural workers performing significant food production work. Whenever requested by Selective Service, the War Boards will review specific IIC and IIIC deferments to determine if deferree is continuing to perform essential agricultural work in keeping with standards agreed upon by Selective Service and the War Food Administration.
 - b. County War Boards will inform the extension service of deferrees available for short-period employment on other farms or in non-agricultural industries.

APPROVED:

S/ Philip G. Bruton
Philip G. Bruton
Colonel, Corps of Engineers
Deputy Administrator
War Food Administration

September 4, 1943

CAUTION: The following MUST BE HELD IN CONFIDENCE until released.

NOTE: Release to editions of all newspapers appearing on the streets NOT EARLIER THAN 8:00 P.M., E.W.T., Saturday, September 4, 1943. The same release also applies to radio announcers and news commentators.

CARE MUST BE EXERCISED TO PREVENT PREMATURE PUBLICATION.

STEPHEN EARLY

Secretary to the President

James F. Byrnes, Director of the Office of War Mobilization, today made public the West Coast Manpower program after it had been approved by the War Mobilization Committee.

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In announcing the new program, Justice Byrnes stated that some weeks ago it became apparent a serious labor shortage was developing on the West Coast where a large percentage of ship construction and bomber and fighter plane production is centered.

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"We have already fallen behind schedule for vitally important war items on the West Coast due to manpower shortages. The war work scheduled for the West Coast this fall and winter would require 160,000 persons in shipbuilding and ship repairs and 100,000 more in aircraft construction.

"It is obvious that drastic measures are required to increase the available labor supply on the West Coast and to insure the most efficient and economical use of the available labor supply.

"It is also obvious that the production program schedules for both war materials and civilian supplies must be carefully reexamined to make certain that the production most urgently needed is not held back by efforts to meet production less urgently needed and that, whenever feasible, work that can be done elsewhere is shifted to areas where labor shortages are less acute.

"Manpower and production cannot be dealt with separately for they are inseparable parts of a single but complicated problem. The West Coast War Manpower Program calls for the closest cooperation between the War Manpower Commission, the War Production Board and the various procurement agencies on a national, a regional and an area basis. The program is based to a large extent on a plan developed in the Buffalo, New York, area which, within a smaller field of operation, has worked with success. If it is equally successful in the West

Coast Area, it will be extended to other areas.

"The program adopted is not a program to investigate and report. It is a program which provides for the setting up of operating machinery for the flexible and continuing adjustment of manpower and production in accordance with the changing needs of our strategy.

"If when all available labor is exhausted there is still a shortage and after review of contracts it becomes apparent that the war effort would best be served by cancelling certain war contracts in an acute labor shortage area and placing these contracts in another area where more labor is available, such action will be taken. However, the greatest care will be exercised not to disrupt existing production and no essential contracts will be cancelled and production shifted elsewhere until after thorough study and investigation it is determined that labor is not available in the area involved."

An outline of the program follows:

WEST COAST WAR MANPOWER PROGRAM

The critical production situation on the West Coast requires that effective action be taken immediately to restore and maintain the essential balance between production demand and manpower supply. The program outlined below is designed to accomplish this purpose. It involves an accurate determination of the total manpower available and of the volume of production, including transportation and other essential services, which can be maintained when production schedules and manpower resources have been brought into balance.

I. DIRECTION AND OVER-ALL COORDINATION:

The War Manpower Commission will be assigned the responsibility for directing and coordinating those phases of the West Coast Manpower Program concerned with the supply and distribution of labor.

II. DETERMINATION OF PRODUCTION URGENCIES AND MANPOWER PRIORITIES:

- A. The War Production Board is made responsible for directing and coordinating those phases of the West Coast Manpower Program concerned with the adjustment of production programs to meet the available labor supply, as reported and developed by the War Manpower Commission. The War Production Board will exercise its control in the adjustment of the military programs through the Chairman of the Production Executive Committee of the War Production Board. The War Manpower Commission will appoint a representative on Production Executive Committee. The Production Executive Committee will take prompt action to adjust production schedules so as to effect and maintain a balance between the manpower requirements and supply, and will submit a monthly report of progress to the Office of War Mobilization.

B. Area Production Urgency Committees

1. There shall be established for such West Coast areas as may be deemed necessary by the War Production Board and the War Manpower Commission an Area Production Urgency Committee, composed of one responsible representative of each of the following:

War Production Board (Chairman)

War Manpower Commission

War Department

Navy Department

Maritime Commission

War Food Administration

Aircraft Resources Control Office

Office of Defense Transportation (when transportation problems are involved)

Such other agencies as the Committee may from time to time invite to assist it.

Where adjustments in the military programs become necessary, due to shortage of labor, after full effort to increase the available supply either the full Committee or a sub-committee composed of those members representing the military programs and War Manpower Commission under the chairmanship of the representative of the War Production Board, will submit their recommendations with respect to such adjustments to the Chairman of the Production Executive Committee of the War Production Board for action.

2. The Chairman of each Area Production Urgency Committee, who shall be appointed by the Chairman of the War Production Board, shall, subject to the provisions enumerated in paragraph II B 1, after advice and consultation with the committee, perform the following functions:

- a. Determine the production programs which are feasible in the area and their relative urgency in accordance with standards established by War Production Board under its authority over procurement policies.

- b. Inform the War Manpower Commission of approved production schedules or production requirements of establishments or categories of establishments in the area.

- c. Review proposals for facilities and for major supply contracts in the area, as provided in Section III A, and make appropriate recommendations to the War Production Board in the light of the prospective availability of manpower.

- d. In accordance with policies of the War Production Board develop a program for balancing labor supply and requirements by redistributing production from one area to another when maximum manpower supplies and minimum requirements necessitate such redistribution.

e. Recommend to the War Production Board the need for adjustment of civilian production, as provided in Section III C.

C. Manpower Priorities

1. On basis of urgencies of production and essential services as determined by the Production Urgency Committee manpower priorities and allocations will be determined by Area Manpower Priorities Committees, composed of one responsible representative of each of the following:

War Manpower Commission	Navy Department
Selective Service System	Maritime Commission
War Production Board	War Food Administration
War Department	Committee for Congested
Office of Defense Transportation	Production Areas
(when transportation problems are involved)	

Such other agencies as the Committee may from time to time invite to assist it.

When the same agency is represented on both the Production Urgency Committee and the Manpower Priority Committee the same representative should be designated for both Committees.

Each area War Manpower Commission Management Labor Committee shall be requested to recommend the Chairman of the Area Manpower Priority Committee, who shall be, preferably, an outstanding citizen not affiliated with any of the above agencies nor identified with a dominant group interest, or, if such a person is not available, a member of the staff of the War Manpower Commission. The Chairman shall be appointed by the War Manpower Commission.

2. It shall be the responsibility of the Area Manpower Priorities Committee to make recommendations to the Area Manpower Director in manpower priorities and allocations as follows:
 - a. On the basis of urgencies of production and essential services as determined by the Production Urgency Committee, list establishments, services, or categories of establishments and services within the area according to their urgency and their need for labor; fix employment ceilings for individual plants, services or activities, and advise the Area Director, War Manpower Commission, thereof.
 - b. List significant establishments, services or activities in the area in three classes:
 - (1) Class I: those which may expand their employment to the established ceilings.

- (2) Class II: those which may maintain employment at an established ceiling through continued hiring as necessary.
 - (3) Class III: those which may not hire (except in emergencies) and from which workers will be drawn by issuing releases and by direct recruitment by the War Manpower Commission.
 - c. Advise the Area Director of the War Manpower Commission on all questions of priority listings and ceilings established for individual plants or services.
 - d. Advise the Area Production Urgency Committee concerning production of essential plants or activities within the area which might be redistributed to other areas.
 - e. Advise and recommend to the Area Director of the War Manpower Commission civilian services within the area which might be adjusted, to the extent required to maintain the manpower budget, consistent with the maintenance of essential community services.
- D. The War Manpower Commission will establish standards for the Manpower Priorities Committees to be used in translating production urgencies into manpower priorities.
- E. The War Manpower Commission will integrate the work of the Area Manpower Priority Committees with its established appeal procedure and the existing management-labor committee organization.

III. BALANCING PRODUCTION AND MANPOWER REQUIREMENTS:

- A. Future expansions requiring manpower on the West Coast will be avoided insofar as possible;
- 1. The Area Production Urgency Committees will review all proposals for new facilities and all supply contracts involving increases in employment, with accompanying proposals from the procurement agency for the reduction of other contracts to provide the necessary manpower, and will submit their recommendations thereon to the War Production Board.
 - 2. The Area Production Urgency Committees will cooperate with the War Manpower Commission to the end that labor released in the area will be utilized promptly and effectively.
- B. Where it will be advantageous to the war program, war production will be removed from the West Coast by the curtailment and redistribution of production and by forcing subcontracting, with due regard for differences in efficiency of production.

1. Whenever there is a reduction in overall production requirements for any item produced on the West Coast, consideration should be given to withdrawing production from the West Coast.
 2. Whenever there is capacity (and available labor) to meet the production requirements of a given program elsewhere, production commitments on the West Coast should be adjusted as quickly as possible and redirected to other regions.
 3. Procurement agencies will use every means at their disposal to encourage contractors to subcontract as much as possible of their work to producers outside the West Coast region.
- C. On the basis of recommendations by the Area Production Urgency Committees, the War Production Board will exercise its authority over priorities and the allocation of materials to adjust civilian production and services, insofar as such action will make needed labor available to essential war production.
1. The Area Production Urgency Committees will recommend where and to what extent curtailment of less essential production in areas or industries is to be effected.
 2. The Chairman of the War Production Board will instruct the appropriate industry divisions of the War Production Board and the Smaller War Plants Corporation to be guided by these recommendations in granting assistance and allocating materials.
- D. The War Manpower Commission will take concurrent action to place in high priority employment, workers released through curtailment and redistribution of production.

IV. MOBILIZATION AND STABILIZATION OF THE LABOR FORCE

- A. The War Manpower Commission will institute manpower priorities for all non-agricultural employment as follows:
1. All establishments and services entitled to hire workers shall select only workers from among those referred by the United States Employment Service or through other approved channels according to standards and conditions prescribed by the War Manpower Commission (as provided in II C). Workers will select employment only from among those jobs to which they have been referred in accordance with the provisions of this section.
 2. The standards and conditions for the referral of workers through approved channels other than the United States Employment Service must include provision for the referral of workers in order of established manpower priority listing and relative urgency of manpower need.

B. In respect to agricultural employment, the following steps will be taken;

1. The War Food Administration will determine the labor requirements for essential agriculture, by crop and by area, based on production and manpower requirements.
2. The War Food Administration will institute a system for periodic reporting of employment and labor requirements to the area Manpower Priorities Committees.
3. The War Food Administration will distribute agricultural labor throughout the West Coast according to manpower needs established in accordance with B 1 above and consistent with agreements entered into with foreign countries.
4. The War Manpower Commission will aid the War Food Administration in obtaining manpower for peak seasonal requirements, including, where necessary, release of nonagricultural workers for farm work, importation of foreign workers, and allocation of prisoners of war and in emergencies United States Army Units.
5. The War Food Administrator, working in conjunction with the Selective Service, will from time to time review all Class II-C and Class III-C deferments to give assurance that such deferrees are actually engaged in essential agricultural employment.

C. Selective Service withdrawals from rated establishments will be related to employment ceilings and replacement possibilities with adequate consideration for the deferment of key workers.

1. Replacement summaries will be required of all establishments with Class I and Class II ceilings.
2. To avoid reduction of employment materially below the established ceilings, the Selective Service System will accept replacement schedules for the regulation of withdrawals in high priority establishments.
3. Registrants in critical occupations will receive full consideration for deferment if they are working in high priority establishments. Registrants qualified in critical occupations who are not working in high priority establishments will be referred to the United States Employment Service for placement when their cases come before the Selective Service System for classification or reclassification; and such registrants will be considered for deferment if they accept jobs at their highest skills in high priority establishments.

- D. The Manpower Commission will utilize all of its own facilities and obtain the cooperation of all other agencies in impressing upon the workers the important role which they play in the total war program. The objective will be through improved worker morale to influence each worker to find the right job and to remain in the employment where he is needed.

V. MANPOWER UTILIZATION

- A. The War Manpower Commission will expand and intensify its manpower utilization programs. At the request of management of any establishment or the War Production Board it will undertake in the order of urgency of need to assist management to reduce labor hoarding and under-utilization of skills, to improve training, supervision and personnel management, to eliminate causes of turnover and absenteeism and to minimize labor requirements of listed plants. In carrying out this program the War Manpower Commission will coordinate the manpower utilization activities of other agencies and will make full use of their facilities and resources. Relationships between the WPB and the WMC relative to manpower utilization shall be governed by the agreement of September 1943 between the two agencies.
1. In determining employment ceilings, Area Manpower Priorities Committees will take into account the effectiveness of labor utilization and the possibilities of meeting additional production requirements in whole or in part by more effective utilization of labor.
 2. In effecting manpower economies, plant management will have the help of Manpower Utilization Consultants of the War Manpower Commission who will be advised and assisted by procurement and other agencies of Government in the conduct of utilization surveys of major plants. Such surveys will result in recommended measures for:
 - a. Improving utilization of skills through job analysis, transfer, upgrading and labor productivity procedures.
 - b. Improving personnel policies, practices, and supervision, and worker morale.
 - c. Eliminating in-plant causes for turnover, absenteeism, and labor hoarding.
 3. The War Production Board and the appropriate procurement agencies will use their authority in support of such surveys, and will implement the execution of approved recommendations.

VI. MANPOWER RECRUITMENT

- A. The War Manpower Commission, in collaboration with the Office of War Information, will use to the maximum every device and medium available to intensify the recruitment of additional workers from within the area. This will include the use of the press, radio, and all other means of public information, to encourage and facilitate:
1. Transfer of workers from less urgent work, by direct recruitment and by exercise of authority to require releases.
 2. Recruitment of women and other groups not now employed in essential work.
 3. Use of part-time workers, including boys and girls, in co-operation with schools.
 4. When necessary and under appropriate standards facilitate the
 - a. Importation of foreign labor
 - b. Use of prisoners of war
 - c. Use of troops
- B. To avoid the unnecessary reduction of essential work contracted for the West Coast, if improved production per worker, and the recruitment of additional workers locally do not close the gap in need for workers, the War Manpower Commission will recruit additional workers from outside the area in accordance with established War Manpower Commission standards and procedures. This will require a Nation-wide and intensive informational and recruitment campaign. It may also demand the establishment of manpower priorities for workers between other sections of the country and the West Coast.

VII. COMMUNITY AND LIVING CONDITIONS

- A. The War Manpower Commission and the Office of War Information will conduct informational campaigns to impress on the West Coast communities the seriousness of the manpower situation, the threat to war production and the war effort, and the need for individual co-operation and community support in the program.

- B. The Committee for Congested Production Areas in the Executive Office of the President will coordinate the activities of the Federal agencies, stimulate necessary action by State and local governments, and will otherwise utilize their authority by prescribing such policies and actions as may be necessary to effect the coordination of Federal agency actions relating to facilities and services.

VIII. EFFECTIVE DATE

The effective date of this program is September 15, 1943.

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WAR FOOD ADMINISTRATION
Washington 25, D.C.

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November 25, 1943
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U.S. DEPARTMENT OF AGRICULTURE

ADMINISTRATOR'S MEMORANDUM NO. 28, SUPPLEMENT 1

West Coast Manpower Program Extended to Hartford, Akron, and Detroit Areas

The Chairman of the War Production Board, acting through the Production Executive Committee and the Chairman of the War Manpower Commission, has extended the controls now applied to the five critical areas already established on the West Coast to the critical labor areas of Hartford, Connecticut; Akron, Ohio; and Detroit, Michigan. The State Directors of Extension in Connecticut, Ohio, and Michigan have agreed to serve as over-all representatives for the War Food Administration on the respective Area Production Urgency Committees and the Area Manpower Priorities Committees in these three new areas. The names and addresses of the respective State Directors are as follows:

Mr. E. G. Woodward, State Extension Director, University
of Connecticut, Storrs, Connecticut

Mr. H. C. Ramsower, State Extension Director, College of
Agriculture, Ohio State University, Columbus, Ohio

Mr. R. J. Baldwin, State Extension Director, Michigan
State College of Agriculture and Applied Sciences,
East Lansing, Michigan.

On November 2, 1943, there was organized in the War Production Board a coordinating committee representing all of the agencies now included in the West Coast Manpower Program. The purpose of this committee is to prepare and to approve all procedures and instructions under which the Production Urgency Committees of the eight critical areas will operate. The committee will also be able to discuss any problems presented by the component members of the Production Urgency Committees, and in this manner bring about the efficient operation of the Production Urgency Committees.

The agencies represented on the Washington coordinating committee are the following:

War Manpower Commission
Selective Service System
War Production Board
War Department
Office of Defense Transportation
(when transportation problems
are involved)

Navy Department
Maritime Commission
War Food Administration
Committee for Congested
Production Areas

The Chairman of the Committee is Mr. Wade T. Childress, Deputy Vice-Chairman of the War Production Board. The War Food Administration will be represented by Mr. George W. Hill, Chief, Program Branch, Office of Labor, War Food Administration. The alternate member is Mr. D. B. Harde, Assistant Chief, Priorities and Allocations Branch, Office of Materials and Facilities, War Food Administration.

Inasmuch as the same agencies are represented on the Manpower Priorities Committees of the eight critical areas, it has been decided that the coordinating committee of the War Production Board will also function as the coordinating committee for the Washington representatives for the Manpower Priorities Committees. The primary functions of both the Production Urgency and the Manpower Priorities Committees are outlined in the White House release attached to Administrator's Memorandum NO. 28. Any problems which should be brought to the attention of either the War Production Board or the War Manpower Commission in connection with the functions of the West Coast Manpower Program should be taken up through the War Food Administration representative.



Administrator